

OCEAN CITY
Airport
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. MT 85

PAGE 1 OF 1

Agency Town of Ocean City		Division/Unit Ocean City Municipal Airport
ITEM NO	DESCRIPTION	RETENTION
1	Registration Ticket	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
2	Finance Records	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION DATE <u>02-18-00</u> SIGNATURE <u>[Signature]</u> TYPE NAME <u>Kurt Klima</u> TITLE <u>Airport Manager</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>APR 11 2000</u> SIGNATURE <u>[Signature]</u>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Public Works

3. UNIT

AIRPORT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Registration Ticket

5. EARLIEST YEAR / LATEST YEAR

1997 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

INVOICE for services received: PARKING fees;
Fuel; Oil; Method of Payment; Signature;
etc

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) 4x3

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Date

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

AIRPORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain for 3 years and until all
audit requirements have been
fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Finance Records

5. EARLIEST YEAR / LATEST YEAR

1997 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*CONTAINS: CREDIT CARD RECEIPTS; CLOSING REPORT;
TOTAL DEPOSIT; SALES BY PHN NAME; SALES BY
ACCOUNT NUMBER; COUNTER CLERK'S DAILY
FUEL SHEET;*

**COPY SENT TO FINANCE DEPT-*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

DATE

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (Specify) *Folders*

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____
☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Airport

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

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